

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Tuesday March 9, 2004, 1:00 p.m.

Videoconference Sites:

Lincoln Executive Building, 521 South 14th Street, Room 103, Lincoln, Nebraska

Panhandle Station-Great Plains Room, 4502 Avenue I, Scottsbluff, Nebraska

Kearney Public Library-Media Center, 2nd Floor, 2010 1st Avenue, Kearney, Nebraska

AGENDA

Meeting Documents:

Click the links in the agenda or [click here](#) for all documents (1.70 MB)

- 1:00 p.m. Call to order and Roll Call - Lt. Governor Heineman
Notice of Meeting
Approval of **November 13, 2003 Minutes***
Public Comment
- 1:15 p.m. Update on Major Initiatives
- A. *Telecommunications Infrastructure*
 - 1. Network Nebraska Phase II
 - 2. SEGP - Tom Rolfes
 - 3. Video Standards Work Group - Mike Beach
 - B. *Community and Economic Development*
 - 1. [Status Report on Mini-planning Grants](#) - Anne Byers
 - C. *Delivery of Government and Educational Services*
 - 1. [eGovernment Initiatives](#) - Steve Schafer
 - 2. [State Technology Spending Overview](#)
 - D. *Planning and Accountability*
 - 1. [Agency Comprehensive Planning](#) - Steve Schafer
 - 2. [Security Initiatives](#) - Steve Schafer
- 2:00 p.m. Statewide Technology Plan
- A. [Proposed Changes to Policies and Practices for Guiding Investments](#)
 - B. Timeframe for Adoption of 2004 Statewide Technology Plan
 - C. **[Approve List of Strategic Initiatives for inclusion in the Statewide Technology Plan*](#)**
 - D. [Update on Action Items](#) (2003 Statewide Technology Plan)
- 3:00 p.m. Other Reports from the Councils, Technical Panel and Staff
- A. Community Council Report
 - 1. **[Membership Nomination*](#)**
 - B. Education Council Report
 - C. State Government Council Report
 - 1. [Email Work Group](#)
 - 2. [Enterprise Architecture](#)
 - D. Technical Panel Report - Walter Weir
 - [Recommended Standards and Guidelines*](#)**
 - [Acceptable Use Policy - State Data Communications Network](#)** (Strikethrough Version)
- 3:30 p.m. Other Business
- 3:45 p.m. Adjournment

(Bolded * indicate Action Items.)

Meeting notice was posted to the NITC and Public Calendar Websites on February 6, 2004.
Agenda was posted to the NITC website on February 27, 2004.

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Thursday, November 13, 2003, 1:00 p.m.

State Capitol, Room 1524

Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT:

Lieutenant Governor Dave Heineman, Chair

Greg Adams, Mayor, City of York

Linda Aerni, Chief Executive Officer, Community Internet Systems

L. Merrill Bryan, Senior Vice President & Chief Information Officer, Union Pacific

Trev Peterson, Attorney, Knudsen, Berkheimer, Richardson, and Endacott, LLP

Dr. L. Dennis Smith, President, University of Nebraska

MEMBERS ABSENT: Dr. Doug Christensen, Commissioner, Department of Education Dr. Eric Brown, Manager, KRVN Radio; and Hod Kosman, Chairman and President, Platte Valley Financial Services Companies

CALL TO ORDER, ROLL CALL, NOTICE OF MEETING

Lieutenant Governor Heineman called the meeting to order at 1:00 p.m. There were four members present at the time of roll call. A quorum was not present. Two Commissioners informed the CIO's office that they would be arriving late to the meeting. It was stated that the meeting notice was posted to the NITC and Public Calendar Web sites on October 28, 2003 and that the agenda and meeting materials were posted to the NITC Web site on November 6, 2003. The minutes were tabled until a quorum was present.

PUBLIC COMMENT

There was no public comment.

UPDATE ON MAJOR INITIATIVES – TELECOMMUNICATIONS INFRASTRUCTURE NETCOM/CAP - Brenda Decker, Director, Communications, State of Nebraska

Phase I of the project for the University of Nebraska is near completion. The CAP group has been discussing provider and scheduling issues. There has been significant interest from the Educational Service Units. In fact, a consortium led by ESU 10 is already utilizing the statewide network. State attorneys are reviewing and finishing contract negotiations for Phase II. It is anticipated that the contract will be signed within the next 10 days. Some work has already started on Phase II. The project is still on target for the January 31, 2004 implementation date. The CAP work group has been moving forward on other issues such as the organizational and operational structure of the network, billing issues, and agreements between the University of Nebraska and the State of Nebraska to assure compliance with state statutes. Lieutenant Governor Heineman announced that there are news conferences scheduled for December 2nd beginning in North Platte, Alliance, and Norfolk regarding Phase II. Commissioners will be receiving an invitation to attend the conferences. There were no questions from the Commissioners.

K-12 Customer Profile - Alan Wibbels, Media Technology Director, Educational Service Unit 10

Mr. Wibbels distributed information on [Project 42](#). Project 42 (a consortium of ESUs 10, 11, 15, 16) came into existence in an attempt to better utilize the fiscal and personnel resources of the four ESUs. The project serves 163 school districts in 33 counties and covers approximately 32,000 square miles. He reemphasized that K-12 and the ESU's are very excited about the statewide network. The Internet provider for ESU 10 went bankrupt and left the ESU with no service. Staff of ESU 10 consulted with the staff of the University of Nebraska to work out an agreement for Internet service to begin immediately. The connection to the statewide network will save the Project 42 Consortium \$2000/month on Internet services.

Mr. Wibbels entertained questions regarding the following:

- The ESU networks and their involvement with Homeland Security efforts.
- Redundancy in the network.
- Discussion as to what part of state would be the next in need to connect to the Network.

President Smith arrived at 1:15 p.m.

Telehealth - Roger Keetle, Nebraska Hospital Association

The Public Service Commission has allocated the use of the Nebraska Universal Service Fund, to support a Statewide Telehealth network. Currently, \$900,000 has been granted to support line charge costs for hospitals. In May, upon the request of the Public Service Commission, a proposal was submitted for a phased plan to provide telehealth in Nebraska. A bioterrorism grant has also provided some funding. The Nebraska Hospital Association has retained a full-time consultant to work on this telehealth effort. At the present time, discussions and efforts are being focused on the technical aspects of the network plan to determine how to connect various pods and hospitals. The FCC has just announced some new regulations to provide telehealth services and there could be some funding available to meet the new regulations.

Mr. Keetle entertained questions regarding the following:

- Issues with HIPPA regulations. Most of Nebraska's telehealth services will be educational so there should not be any HIPAA issues. President Smith stated that the connectivity and technology of the newly built University of Nebraska-Durham Center in Omaha should help facilitate the telehealth efforts in Nebraska.
- Implementation of the telehealth network. The hubs are in place and operating but work needs to be completed on connectivity. It is anticipated that within the next 6 months the RFP will be ready for release. It was commented that it is critical to get this in place for bioterrorism preparation and response for Homeland Security.

Statewide Synchronous Video Network Work Group – Mike Beach, Director of Technology, Nebraska Educational Telecommunications Commission

At the September NITC meeting, the draft document of Round One Recommendations was shared with the Commission. One standard and one guideline were circulated by the Technical Panel for the 30-day public comment period. Comments were received and included in the document. After inclusion of the public comments, the document was forwarded by the Technical Panel. The standard is an action item later on the agenda. The work group has been discussing the next steps: issues such as centralized scheduling, relationship issues regarding the state's backbone and local entities, as well as funding sources for upgrading. Mr. Beach wanted to publicly thank the volunteers and their time and efforts serving on the work group. There were no questions from the Commissioners.

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UPDATE ON MAJOR INITIATIVES – COMMUNITY AND ECONOMIC DEVELOPMENT

Status Report on Mini-planning Grants - Anne Byers, Community Information Technology Manager

There was not much to report since the last NITC meeting. The toolkit and workbook have been getting national recognition. The office has received many calls and contacts about both of these resources.

Lieutenant Governor Heineman asked if the Telecon Conference had any information on how Nebraska is doing in their telecommunications efforts. Ms. Byers stated that Nebraska is considered one of the leaders in this area.

[*Broadband Policy Study*](#) - Anne Byers, Community Information Technology Manager

Nebraska is ranked 17 overall and 10th in broadband policy. Ms. Byers submitted a written summary of the report's recommendations. She reported that the Nebraska Telephone Association has collected information regarding the state's broadband status and an article will be published in the next TANGents newsletter.

Lieutenant Governor Heineman distributed a letter from Great Plains Communications regarding technology at the new Ponca State Park and the Missouri National Recreational River Resource and Education Center.

UPDATE ON MAJOR INITIATIVES – DELIVERY OF GOVERNMENT AND EDUCATIONAL SERVICES

E-government Initiative - Steve Schafer, Chief Information Officer

Mr. Schafer and Lieutenant Governor Heineman had an opportunity to brief the Governor on the state's e-government initiatives. The CIO is using grant monies from the State Records Board to implement several initiatives, including: the development and implementation of an education portal, a business portal and a citizens portal; forms automation, interactive licensing applications, and a payment portal. The CIO and NOL have identified high volume forms used by businesses in their interaction with state agencies. The Governor endorsed a goal of providing all high volume forms in electronic format by the end of this calendar year. All forms will be available in electronic format by December 31, 2004.

The management contract Nebrask@ Online is expiring. The State Records Board issued an RFP and is now negotiating a new contract with Nebraska Interactive, Inc. The RFP and new contract will bring several substantial changes and service enhancements for Nebraska.

The last document of the informational packet was the agenda for the upcoming e-government conference next Tuesday.

UPDATE ON MAJOR INITIATIVES – PLANNING AND ACCOUNTABILITY

There was no update.

APPROVAL OF SEPTEMBER MINUTES

Commissioner Peterson moved to approve the [September 30, 2003](#) minutes as presented. Commissioner Aerni seconded the motion. Roll call vote: Adams-Yes, Aerni-Yes, Heineman-Yes, Peterson-Yes, and Smith-Yes. Results: 5-Yes, 0-Yes. Motion was carried by unanimous vote.

STATEWIDE TECHNOLOGY PLAN – UPDATE ON ACTION ITEMS

Steve Schafer, Chief Information Officer

The councils have not been able to work on all of the action items but there has been some progress. Several of the council members have been serving on various work groups addressing several initiatives such as Network Nebraska.

Lieutenant Governor Heineman would like the Commission to take a more active role with the appropriations process for I.T. funding requests.

OTHER REPORTS FROM THE COUNCILS, TECHNICAL PANEL AND STAFF

Community Council Report - Anne Byers, Community Information Technology Manager
Report information was covered earlier under Community and Economic Development.

Education Council Report - Tom Rolfes, Education Information Technology Manager

The October 17 meeting that was to be held at Millard Public Schools was cancelled. The next meeting will be November 21st at Southeast Community College-Downtown Campus at Energy Square in Lincoln. The council had no action items or updates to report. Much of the council's time has been spent on "communication" efforts to make sure all sectors are informed about what the council is doing as well as the statewide network. Communication has been occurring via meetings, the NITC.news, and e-mail discussion lists.

Lieutenant Governor Heineman stated that it is critical to continue existing communicating efforts and to continue to reach out more in order to breakdown misconceptions.

Mr. Bryan arrived at 2:05 p.m.

State Government Council - Steve Schafer and Rick Becker

Mr. Schafer reported that the council had no formal action items to bring forward. An action items update was provided. The council has held several working sessions to develop a strategy for enterprise architecture. The council's goal is come up with a systematic approach to determine what topics should be addressed as enterprise subjects, assure quality services, and the standards that need to be developed.

Mr. Becker provided an update on the state's email systems. The State Government Council re-chartered the 1997 e-mail Work Group to address email enterprise efforts. There are currently four email systems in place for the state – Lotus Notes, Outlook Exchange and internet accounts. The Work Group is exploring issues such as the development of an enterprise architecture, security, back-up, and integration of directory services. The workgroup will prepare a report and recommendations for the council.

Technical Panel Report - Walter Weir, Chief Information Officer, University of Nebraska

The Technical Panel has met twice since the last NITC meeting. The most recent meeting was November 12, 2003. The Department of Roads provided a briefing on the Enterprise Maintenance Management System (EMMS). An RFP is ready to be released. In addition, Alan Wibbels provided a briefing on ODIE (Open Door Information Exchange) System used by ESU 10. The Technical Panel recommended the following four guidelines/standards for review and final approval by the NITC.

Blocking E-mail Attachments Guidelines

Commissioner Smith moved to approve the [Blocking E-mail Attachment Guideline](#) to include the option of sending the e-mail on to the receiver without the attachment. Commissioner Peterson seconded the motion: Roll call vote: Smith-Yes, Peterson-Yes, Heineman-Yes, Bryan-Yes, Aerni-Yes, and Adams-Yes. Results: 6-Yes, 0-No. Motion carried by unanimous vote.

Blocking Unsolicited E-mail/"SPAM" Guidelines

Issues discussed included the following: number of spam e-mail received at the state level; agencies' preference to allow blocking; untraceable emails; prescribed black lists; identified white list; concerns with need to send back to the SPAM sender esp. due to virus detectors; agencies need to know when these events occur if blocked; and difficulty in determining what is legitimate e-mail and which is not.

Commissioner Smith moved to approve the [Guideline for Blocking Unsolicited E-mail/"SPAM"](#). Commissioner Peterson seconded the motion: Roll call vote: Peterson-Yes, Aerni-Yes, Smith-Yes, Adams-Yes, Heineman-Yes, and Bryan-Yes. Results: 6-Yes, 0-No. Motion carried by unanimous vote.

IP Communication Protocol Standard for Synchronous Distance Learning and Videoconferencing

Mr. Beach stated that the Statewide Synchronous Video work group involved representatives from the K-12, Higher Education, the Military, libraries and telehealth sectors. The recommendation is for the network to be IP-based.

Commissioner Smith moved to approve the [IP Communication Protocol Standard for Synchronous Distance Learning and Videoconferencing](#). Commissioner Peterson seconded the motion: Roll call vote: Bryan-Yes, Heineman-Yes, Aerni-Yes, Peterson-Yes, Adams-Yes, and Smith-Yes. Results: 6-Yes, 0-No. Motion carried by unanimous vote.

Contracting Guidelines for Upgrade of Distance Learning Services

Mr. Beach reviewed the changes made after the 30-day comment period.

Commissioner Smith moved to approve the [Contracting Guidelines for Upgrade of Distance Learning Services](#). Commissioner Peterson seconded the motion: Roll call vote: Heineman-Yes, Adams-Yes, Bryan-Yes, Smith-Yes, Peterson-Yes, and Aerni-Yes. Results: 6-Yes, 0-No. Motion carried by unanimous vote.

OTHER BUSINESS

The Commissioners discussed possible statutory changes for the use of videoconferencing for official meetings. Lieutenant Governor Heineman spoke with Alan Peterson, representing the Nebraska Media Association, and they're not prepared to support a change to the statute at this time. Commissioner Aerni expressed concern regarding travel and time involved for outstate Nebraska Commissioners.

FUTURE MEETING DATES – 2004 CALENDAR AND ADJOURNMENT

After collecting input from the commissioners, some proposed 2004 meeting dates did not work. Staff will finalize dates within the next few days. Lieutenant Governor Heineman emphasized the importance of the work tasks for the upcoming year. Commissioners were invited to stay and participate in the briefing with Senator Baker, Chair of the Legislative Transportation and Telecommunications Committee.

Commissioner Adams moved to adjourn the meeting. Commissioner Bryan seconded the motion. All were in favor. The motion carried by voice vote.

The meeting was adjourned at 2:55 p.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by the staff of the Office of the CIO/NITC.

February 27, 2004

To: NITC Commissioners
From: Anne Byers
Subject: Community IT Planning and Development Update

Tri-State Video Conference. On Feb. 20, participants in the IT Planning and Mini Grant program had the opportunity to share their successes and to learn from nine Minnesota communities participating in a similar program. A representative from Iowa also participated in the videoconference.

IT Planning and Mini Grant Program Year 1. Seven out of the eight participants have completed their technology plans. Participants are now working on implementing their plans:

- Edgar received a \$250,000 Community Development Block Grant to build a community center which will include a technology component. They are currently selecting an architect.
- Crawford received a \$150,000 grant from the USDA Rural Utilities Service to provide broadband to the community and to develop a technology learning center. Funds have finally been released so that implementation can begin.
- Broken Bow utilized an intern to redesign the county and chamber Web sites and to work with local businesses. The intern also organized a meeting with Rex Fischer to discuss getting DSL. As a result of the meeting, Broken Bow now has DSL.
- Alliance has offered one-on-one training to area businesses and hosted an e-commerce class for area businesses. The technology committee offered scholarships to those completing the class.
- Brown/Rock/Keya Paha Counties are developing a Web site cataloging available technology-related resources in the area.
- York has completed their plan and has presented it the City Council.
- West Point is installing a videoconferencing system which can be used by area businesses and residents.
- Fillmore County is finishing up their plan and expects to have it completed soon. They are already proceeding on one of their action items—to have Nebraska Online develop a county Web site.

IT Planning and Mini Grant Program Year 2. Technology committees in Ord, Maskell, Homer, Dakota City, Lexington, and Hastings have held their initial meetings and are conducting community assessments. Seward will also be joining the program. Their initial meeting has been scheduled for March 18.

TANgents. The third issue of TANgents, Technologies Across Nebraska's quarterly newsletter, was published in mid-February and is available at http://extension.unl.edu/tangents/tangents_contents2-04.htm. TANgents reaches over 1,500 individuals and the distribution list continues to grow. A survey to document the impact of the newsletter will be included in the May issue.

E-commerce Coordination. On April 19, providers and potential providers of e-commerce training will meet to discuss how to coordinate efforts to more effectively and efficiently help Nebraska businesses utilize e-commerce in their businesses. The meeting is being co-sponsored by the University of Nebraska Rural Initiative, the Nebraska Rural Development Commission, and the NITC Community Council.

Publicizing our Efforts. I have had the opportunity to speak about the IT Planning and Mini Grant Program at the Nebraska Rural Electric Association annual meeting in Kearney in December, Technologies Across Nebraska's meeting in January, and the Fillmore County Development Corporation's annual meeting in February. I met with Patty Wood, the Marketing Director for the Department of Economic Development to discuss ways to mutually publicize our programs. On the national level, I have also continued to post information on TANgents to the Rural Telecommunications Congress distribution list. Lisa Dominisse, Director of the Rural Development Commission, has offered to share information on the IT Planning Workbook with the national rural development partnership.

NITC Meeting
Tuesday March 9, 2004
Update on eGovernment Initiatives

**A. Principles (From Governor's Directive, November 19, 2003,
(<http://www.cio.state.ne.us/e-gov/>)**

1. It should be easy for citizens and businesses to find information regarding government;
2. The administrative burden of complying with government requirements should be as minimal as possible;
3. Self-service should be an option, if at all feasible; and
4. Government should present an integrated view of government information and services.

B. Status of Forms Automation

1. High Volume Forms
 - a. Available as online, interactive application prior to October 31, 2003 13
 - b. Available in editable format prior to October 31, 2003: 52
 - c. **New online, interactive applications since October 31: 5**
 - d. **Additional forms converted and posted since October 31: 47**
 - e. **Forms converted, but not yet posted on the Internet: 36**
 - f. **Forms in process or pending conversion effort: 13**
 - g. **Forms that will be replaced by interactive applications: 7**
 - h. Forms that will not be posted for various business reasons: 26
 - i. Forms deleted from list (not high volume): 9
 - j. Total number of high volume forms as of October 31, 2003: 208
2. Lower Volume Forms

Staff from Nebraska@ Online and IMServices will be contacting agencies over the next few months regarding converting all forms to an editable format and posting them to the Internet. Several agencies have already undertaken concerted efforts to move more forms to the Internet.

**C. Interactive Applications Recently Completed, in Progress or Planned
(*funded by State Records Board grants to the CIO)**

1. HHSS – Dentists (completed, January 2003)*
2. HHSS – Dental Hygienists (completed, January 2003)*
3. HHSS – Pharmacists (completed, April 2003)*
4. HHSS – Medical Nutrition Therapists (completed, July 2003)*
5. HHSS – Physical Therapists (completed, August 2003)*
6. DNR – Water Operators (completed, September 2003)*
7. DNR – Well Drillers (completed, October 2003)*
8. HHSS – Emergency Medical Technicians (completed, October 2003)*
9. HHSS – Podiatrists (completed, February 2004)*
10. Fire Marshal – Fireworks Permits (target date: March 2004)*
11. HHSS – Veterinarians (in testing; target date: April 2004)*
12. HHSS – Respirator Care (target date: June 2004)*
13. HHSS – Chiropractitioners (target date: August 2004)*
14. HHSS – Optometrists (target date: August 2004)*

15. HHSS – Occupational Therapists (target date: August 2004)*
16. Fire Marshal – Grain Elevators (target date: November 2004)*
17. HHSS – RN License Renewal (pilot project with MyLicense)
18. HHSS – LPN License Renewal (pilot project with MyLicense)

D. Public Meeting Calendar (<http://www.nebraska.gov/calendar/>)

1. Status of Use by State Agencies
 - a. Total number of Agencies Registered to Use the Public Meeting Calendar, prior to October 2003: 40
 - b. Agencies that have registered since October: 37
 - c. Agencies that have not responded yet to a reminder sent on 1/16: 7
 - d. Agencies that probably have few or no public meetings: (about) 10
2. Status of E-mail Notification Feature
Automatic e-mail notification of meetings and events is now operational. The new feature, called “**nebAnnounce**”, notifies the user when public meetings are entered, updated, or deleted from the Nebraska Public Meeting Calendar. The registration process involves providing an e-mail address and indicating which agencies the user wants to receive notifications about. For security, the registration process is not completed, until the user responds to an e-mail confirmation request sent by NOL. Registered users will receive automatic e-mail notifications every time an event is registered or altered (e.g., posting an agenda or changing the meeting time or location). The next step is letting the public know that this is available and then making sure that agencies use the public meeting calendar.

E. Future Enhancements Being Planned for 2004 and 2005 (subject to approval by the State Records Board)

1. Strategy for interactive applications for all professional licenses
2. Address change utility
3. Integrating business registration functions of different agencies
4. Motor Carrier Services Portal (similar to www.TruckingKS.org)
5. Local Portal / Services Integration
6. Improved search capabilities
7. Monitoring other states for applications that can be implemented in Nebraska

I.T. SPENDING REPORT FOR THE NITC - As of January 31, 2004 - Agency Totals

Ag No	Agency Name	Agency Total	General Fund	Cash Funds	Federal Funds	Revolving Funds	State Bldg Funds
3	Legislative Council	\$ 234,830.00	\$ 234,823.69	\$ 6.31			
5	Supreme Court	\$ 1,414,885.94	\$ 187,753.39	\$ 1,179,820.43	\$ 47,312.14		
7	Governor	\$ 38,768.78	\$ 21,756.62		\$ 17,012.16		
8	Lieutenant Governor	\$ 2,712.18	\$ 2,712.18				
9	Secretary of State	\$ 188,836.22	\$ 3,895.12	\$ 173,297.15		\$ 11,643.95	
10	Auditor of Public Accts	\$ 21,277.89	\$ 21,277.89				
11	Attorney General	\$ 126,560.12	\$ 125,754.91	\$ 310.87	\$ 494.34		
12	State Treasurer	\$ 375,998.82	\$ 191,158.80	\$ 77,484.23	\$ 107,355.79		
13	Dept of Education	\$ 840,744.32	\$ 268,263.46	\$ 13,065.69	\$ 551,988.49	\$ 7,426.68	
14	Public Service Com.	\$ 81,729.26	\$ 59,666.66	\$ 22,062.60			
15	Board of Pardons	\$ 6,441.00	\$ 6,441.00				
16	Dept of Revenue	\$ 1,103,768.35	\$ 888,400.24	\$ 215,368.11			
17	Dept of Aeronautics	\$ 33,401.12		\$ 33,401.12			
18	Dept of Agriculture	\$ 310,570.87	\$ 140,833.73	\$ 99,349.76	\$ 54,581.58	\$ 15,805.80	
19	Dept of Banking	\$ 57,749.52		\$ 57,749.52			
20	HHS System - Reg & Lic	\$ 930,739.23	\$ 11,318.55	\$ 377,551.01	\$ 541,869.67		
21	State Fire Marshal	\$ 105,528.67	\$ 42,398.80	\$ 46,088.45	\$ 17,041.42		
22	Dept of Insurance	\$ 92,227.23		\$ 89,439.48	\$ 2,787.75		
23	Dept of Labor	\$ 1,630,696.59	\$ 3,340.12	\$ 152,970.65	\$ 1,506,662.77		
24	Dept of Motor Vehicles	\$ 1,651,671.83		\$ 1,483,790.15	\$ 167,881.68		
25	HHS System - Services	\$ 2,810,302.98	\$ 1,713,176.69	\$ 82,070.35	\$ 1,013,842.03		\$ 1,213.90
26	HHS System-Fin & Sprt	\$ 27,211,907.04	\$ 4,001,667.52	\$ 734,672.50	\$ 22,475,567.02		
27	Department of Roads	\$ 6,751,761.36		\$ 6,751,761.36			
28	Dept Veterans Affairs	\$ 7,961.70	\$ 7,961.70				
29	Dept of Nat. Resources	\$ 149,159.76	\$ 132,799.72	\$ 11,854.52	\$ 4,505.52		
30	Nebraska Electrical Bd	\$ 23,189.38		\$ 23,189.39			
31	Military Department	\$ 481,488.77	\$ 122,132.84	\$ 5,274.66	\$ 354,081.27		
32	Bd of Ed. Lands & Fnds	\$ 23,778.79	\$ 4,287.66	\$ 19,498.95			
33	Games & Parks Comm	\$ 519,042.28	\$ 39,916.56	\$ 458,771.14	\$ 20,354.58		
34	NE Library Commission	\$ 30,390.96	\$ 23,693.50	\$ 368.54	\$ 6,328.92		
35	Liquor Control Comm	\$ 16,199.02	\$ 12,786.17	\$ 3,412.85			
36	State Racing Comm	\$ 2,343.04		\$ 2,343.04			
37	Workers Comp Court	\$ 204,348.74		\$ 204,199.38	\$ 149.36		
38	Comm Status of Women	\$ (1,032.93)	\$ 1,322.45	\$ (2,355.38)			
39	Nebr Brand Committee	\$ 13,114.66		\$ 13,114.66			
40	Mtr Veh Indust Lic Bd	\$ 14,135.06		\$ 14,135.06			
41	Real Estate Commission	\$ 11,898.61		\$ 11,898.61			
45	Bd of Barber Examiners	\$ 915.07		\$ 915.07			
46	Dept Correctional Serv	\$ 1,346,594.45	\$ 1,333,849.86	\$ 11,150.84	\$ 1,593.75		
47	Educ Telecommun	\$ 2,718,298.87	\$ 831,734.02	\$ 9,514.82	\$ 136,443.22		\$ 1,740,606.81
48	Post Sec Educ Comm	\$ 9,439.35	\$ 9,439.35				
50	Nebraska State Colleges	\$ 901,280.82	\$ 322,728.90	\$ 433,351.27	\$ 57,525.14	\$ 87,675.51	
53	Real Estate Appraiser Bd	\$ 704.95		\$ 704.95			
54	St Historical Society	\$ 39,536.53	\$ 19,318.47	\$ 18,082.81	\$ 2,135.25		
56	Nebr Wheat Board	\$ 4,085.98		\$ 4,085.98			
57	Ne Oil & Gas Conserv	\$ 21,060.81		\$ 19,859.26	\$ 1,201.55		
58	St Bd of Exam Eng & Arch	\$ 3,850.73		\$ 3,850.73			
59	Board of Geologists	\$ 143.09		\$ 143.09			
60	Ne Ethanol Board	\$ 4,664.45		\$ 4,664.45			

62	Bd of Exam Land Surv	\$ -					
63	Bd of Pub Accountancy	\$ 9,905.34		\$ 9,905.34			
64	Nebraska State Patrol	\$ 1,644,829.82	\$ 964,148.25	\$ 426,286.15	\$ 254,395.42		
65	Dept of Admin Services	\$ 22,894,653.88	\$ 707,406.05	\$ 1,495,688.66		\$ 20,371,869.69	\$ 319,689.48
66	Bd of Exam-Abstractors	\$ 356.25		\$ 356.26			
67	Equal Opportunity Comm	\$ 32,392.40	\$ 23,119.32		\$ 9,273.08		
68	Mexican American Comm	\$ 2,393.64	\$ 2,393.64				
69	Nebr Arts Council	\$ 9,502.08	\$ 6,472.45		\$ 3,029.63		
70	St Foster Care Review Bd	\$ 35,541.31			\$ 35,541.31		
72	Dept of Economic dev	\$ 112,968.51	\$ 64,558.32	\$ 35,103.45	\$ 13,306.74		
73	Landscape Architects	\$ -					
74	NE Power Review Board	\$ 1,221.83		\$ 1,221.83			
75	NE Investment Council	\$ 10,261.17		\$ 10,261.17			
76	Comm on Indian Affairs	\$ 4,814.76	\$ 4,814.76				
77	Comm Industrial Relations	\$ 1,352.05	\$ 1,352.05				
78	Comm Law Enforcement	\$ 357,474.45	\$ 157,948.18		\$ 199,526.27		
81	Blind/Vis Impaired Comm	\$ 31,028.65		\$ 178.51	\$ 30,850.14		
82	Deaf/Hard of Hearing	\$ 8,590.47	\$ 8,210.55	\$ 379.92			
84	Environmental Quality	\$ 566,642.25	\$ 21,468.75	\$ 135,636.13	\$ 409,537.37		
85	Employees Retire Board	\$ 1,966,964.65		\$ 1,966,964.65			
86	Dry Bean Commission	\$ 2,241.65		\$ 2,241.65			
87	NE Actabty & Discl Comm	\$ 25,302.54	\$ 25,302.54				
88	Corn Dev Mktg Bd	\$ 8,893.12		\$ 8,893.12			
92	Grain Sorghum Board	\$ 1,255.64		\$ 1,255.64			
93	Tax Equalization & Review	\$ 7,665.40	\$ 5,053.89	\$ 2,611.51			
94	Comm on Public Advocacy	\$ 11,296.92	\$ 4,850.97	\$ 6,445.95			
96	Dept Prop Assess/Taxation	\$ 366,784.08	\$ 296,964.08	\$ 69,820.00			
Totals		\$ 80,684,035.12	\$ 13,080,674.37	\$ 17,035,538.37	\$ 28,044,175.36	\$ 20,494,421.63	\$ 2,061,510.19

DRAFT

**State of Nebraska
Agency Comprehensive Information
Technology Plan
2004**

Due: August 16, 2004

For an electronic version of this form; instructions; and
links to agency IT Plans from 2000 and 2002 go to:
<http://www.nitc.state.ne.us/forms/>

Agency	
Date	

1. Agency Contact Information

Person responsible for Information Technology in the agency:

Name	<input type="text"/>
Phone Number	<input type="text"/>
E-mail	<input type="text"/>

Person to contact for additional information about the agency Comprehensive Information Technology Plan:

Name	<input type="text"/>
Phone Number	<input type="text"/>
E-mail	<input type="text"/>

If **this document** is posted on your agency's Web site, please provide the URL for this document:

<input type="text" value="http://"/>

2. Agency Mission, Goals and Objectives

Describe the mission of the agency. This is a statement of why the agency exists and its fundamental purpose. Describe the primary business goals and objectives for the next five years (or for that timeframe for which they are formally established).

Explain the primary programs or service areas of the agency and whom they impact. This should include primary beneficiaries, partners, and other organizations that have an interest in the agency's activities. Please identify how the organization interacts with these other agencies, local governments, the public, businesses, and other entities. How does the agency promote a customer focus and collaboration with these groups?

Please include the URL, if a fuller explanation of this topic is available on the agency's web site.

3. Current Use of Information Technology

3.A. Existing IT Environment

3.A.1. Applications

Off-the-Shelf Applications

Provide the estimated number of licenses for each of the following applications:

Off-the-Shelf Applications		Number of Licenses (Best estimate, exact number not necessary)	Versions in Use (Optional)
Productivity Suites			
	Microsoft Office Suite		
	Corel WordPerfect Office		
	Other (Specify)		
Internet Browser			
	Microsoft Internet Explorer		
	Netscape / Mozilla		
	Other (Specify)		
Document Viewer			
	Adobe Acrobat		
	Other (Specify)		
Anti-Virus			
	Symantec/Norton		
	McAfee		
	Other (Specify)		
E-mail and Calendaring			
	Microsoft Exchange		
	Lotus Notes		
	Other (Specify)		
Database Management (DBMS)			
IBM DB2 or UDB			
	Client Licenses		
	Server Licenses		
	Mainframe Licenses		
Oracle			
	Client Licenses		
	Server Licenses		
	Mainframe Licenses		
Microsoft SQL Server			
	Client Licenses		

	Server Licenses		
AS/400			
	Licenses		
Other (Specify)			
	Client Licenses		
	Server Licenses		

List any other significant off-the-shelf applications utilized by the agency:

Custom Applications

List any significant custom applications developed for the agency, include information pertaining to the general purpose of the application; platform on which it is running; and development tools used:

3.A.2. Data

Databases

List major databases maintained by the agency and the general purpose of each:

Data Exchange

List the significant electronic data exchanges your agency has with other entities:

3.A.3. Hardware, Operating Systems, and Networks

Hardware

Provide a general description of the elements of the computing environment (mainframe, midrange, PC workstations, etc.).

Desktop Operating System(s)

Operating System	Approximate number of users/licenses
Windows 95, 98, or ME	
Windows NT	
Windows 2000	
Windows XP	
OS/2	

D R A F T

Linux	
Mac OS	
Other (Specify:)	

Networks - LANs and WANs

Provide a general description of the agency's network environment:

Networks - Server Operating System

Indicate the network operating system(s) utilized (indicate the estimated number workstations for each, if known):

Network Server Operating System	Number of server licenses
Novell Netware	
Windows for Workgroups	
Windows 9x Peer Networks	
Windows NT	
Windows 2000	
Windows 2003	
Unix	
Linux	
AS/400	
OS/2 LAN Server	
Other (Specify:)	

3.A.4. Staffing

General Information

Identify, in general terms, the agency personnel resources currently devoted to supporting the items listed in this section (3.A). This should include both personnel whose job titles and description are clearly related to technology, other personnel whose responsibilities relate significantly to technology support regardless of job title, and contract staffing provided to the agency. Please provide an organizational chart, if available, or describe the organizational structure for managing IT related staff.

NIS Tracking

The Nebraska Information System (NIS) includes the capability of tracking personnel service expenditures for staff who are devoted to information technology activities. Have you designated any business units in NIS that are focused on providing information technology services by using Category Code 7 (UDC 00/07)? Or have you used the Time Card Category Code 4

(UDC 06/04) for employees who may need to have their time recorded as I/T related expense?

3.A.5. Other

Please list any other issues relating to your current IT environment:

3.B. Value

Describe and document the tangible and intangible benefits of the agency's investment in information technology.

3.C. Security

Security Policies

Please answer the following questions regarding your agency's efforts to maintain a secure information technology environment. [The questions refer to the Nebraska Information Technology Commission's Security Policies. These policies are available at <http://www.nitc.state.ne.us/standards/>]

	YES	NO	IN PROGRESS
Has your agency implemented the NITC's Security Policies?			
If your answers to the previous question is NO, has your agency implemented other security policies?			

Agency Contact Information

Please provide contact information for the person responsible for IT security:

Name	
Phone Number	
E-mail	

Narrative

Provide a general description of the agency's efforts to develop and implement a security program:

(NOTE: Agency IT Plans are posted on a state Web server, accessible only from computers on the state network. Agencies have the option of providing security information here, or in the alternative, can submit the information directly to the state CIO and it will not be posted on the Web. Contact Steve Schafer at

slschafe@notes.state.ne.us or 402-471-4385 to submit your security information in an alternative format.)

3.D. Disaster Recovery and Business Continuity Planning

Definitions. For purposes of this document the term, "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption. The term, "Business Continuity Plan" refers to preparations for restoring the operational functions of the agency. As used here, disaster recovery is a subset of business continuity, because information technology supports the business functions of the agency.

Questions

	YES	NO	IN PROGRESS
Does your agency have a disaster/emergency recovery plan?			
Does your agency perform regular back-ups of important agency data?			
Does your agency maintain off-site storage of back-up data?			

Narrative

Provide a general description of the agency's efforts regarding disaster recovery and business continuity planning:

3.E. Accessibility (Technology Access for Individuals with Disabilities)

[For more information on accessibility, contact Christy Horn at chorn@nebraska.edu]

	YES	NO
Does your agency include the Nebraska Technology Access Clause in contracts for information technology purchases? [See Neb. Rev. Stat. § 73-205. The Technology Access Clause is available at http://www.nitc.state.ne.us/standards/]		
Does your agency have procedures in place to identify the information technology related requirements of users with disabilities?		
Does your agency provide training opportunities for management, procurement, and technical personnel on how to meet the accessibility needs of users with disabilities?		

	YES	NO
Has your agency evaluated its website(s) to ensure accessibility to all persons with disabilities?		
If yes, what tools were used to evaluate accessibility?		
___ http://www.w3.org/WAI/ER/existingtools.html		
___ http://www.vischeck.com/		
___ http://www.henterjoyce.com/fs_downloads/jaws_form.asp		
___ Other (please specify _____)		

4. Future Uses of Information Technology

4.A. Strategies and Future Direction

This section should summarize the agency's strategies and future direction for information technology within the agency. Topics should include:

- A summary of future changes in uses of technology, which the agency plans to implement.
- A description of the agency's hardware replacement program or strategy.
- An overview of the agency's activities that promote collaboration.
- A discussion of factors and risks that will impact the success of the agency's information technology strategy.
- An overview of plans to implement e-government services.
- Your agency's efforts to retain IT staff, if applicable.

4.B. Information Technology Training

Summarize the agency's efforts to address training needs relating to information technology. This should include:

- Training for users of information technology
- Training for IT staff who develop and support the information technology systems
- List areas/topics for which a training need has been identified by the agency.

4.C. Future IT Projects

List significant information technology projects which are expected to be undertaken by the agency during the next two years.

PROJECT	STATUS (start date, etc.)

D R A F T

PROJECT	STATUS (start date, etc.)

4.D. Projects Relating to NITC's Strategic Initiatives

[This section to be added.]

NITC Meeting
Tuesday March 9, 2004
Update on Security Initiatives

Network Security

A. 2003 External Security Assessment by Omni Tech

1. There are too many hosts, open ports and unneeded services exposed to the Internet.
2. A significant number of vulnerabilities exist. (Many agencies began to address these vulnerabilities between Phase II and Phase III of the security assessment.)
3. *The state should establish an expectation that vulnerabilities should be an aberration, with a continuous effort to identify and eliminate vulnerabilities now and in the future.*

B. Mid-March 2004: Automated Vulnerability Scan by Omni Tech

1. Repeat Phase II of 2003 Study
2. Purpose: confirm that previous vulnerabilities have been eliminated and identify any new vulnerabilities

C. Security Work Group Topics

1. Minimum network standards and guidelines. HHSS will report on their procedures for virus and patch management and controlling remote devices. IMS and DOC will document the network architecture and provide an update on implementation. IMS will present draft revisions to the network security standards. The revisions will address containment policies and procedures and address additional topics such as desktop security.
2. Education and training. The next agenda will include time to develop a plan for holding workshops and providing other education strategies.
3. Directory Services Project. IMServices is sponsoring the directory services project, which will provide a central system for authentication. The Nebraska Directory Services project is rapidly approaching implementation of the Enterprise Directory and Portal. Once testing has been completed, IMServices will start rolling out the Portal and the Enterprise Directory.

Business Continuity Planning

RFP 100Z1 (<http://www.das.state.ne.us/materiel/purchasing/100z1.htm>)

Using a grant from the Nebraska Emergency Management Agency, the Department of Administrative Services (DAS) has issued an RFP for selecting a contractor to provide Business Continuity Consultation Services. Initially, this will focus on business continuity for core DAS functions that support other agencies. The RFP will provide a methodology and pricing that other agencies can use, if additional grant funds become available.

NITC Meeting
Tuesday March 9, 2004
Statewide Technology Plan
Topics

Proposed Changes to Policies and Practices for Guiding Investments

In creating the NITC, the Legislature recognized the need for “developing a statewide vision and strategic plan to guide investments in information technology”. The NITC also has a specific duty to review and prioritize major information technology projects as part of the biennial budget process. In particular, Section 86-516 (8) directs the NITC to:

“By November 15 of each even-numbered year, make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested;”

Several changes are being proposed in order to create a more proactive role for the NITC in identifying strategic initiatives and communicating those initiatives to the Governor and Legislature as part of the NITC’s recommendations on technology investments. The proposed changes would allow agencies to address their potential role in these strategic initiatives, and the proposed changes would give policy makers more information about how to achieve progress toward attaining statewide information technology goals. These changes include:

1. Statewide Technology Plan. Add a new section to the Statewide Technology Plan that lists a small number of initiatives (6 to 9) that the NITC may actively promote for the ensuing 1 to 3 years. These are projects that would materially advance the vision and statewide goals as identified by the NITC, that are ready to be implemented, or that require an enterprise approach, involvement by the NITC and cooperation of multiple entities for their success.
2. Agency Comprehensive Information Technology Plan. A new section would give agencies the opportunity to describe current and proposed efforts that relate to one or more of the projects on the list of strategic initiatives in the Statewide Technology Plan. During the summer, NITC Councils or NITC staff may organize planning sessions to help identify the best avenues to undertake the strategic initiatives. Information from these sessions would provide the basis for a gap analysis developed and presented to the NITC in November.
3. Project Proposal Forms and Technical Reviews. No changes in the project proposal form or technical reviews are needed. Project proposals pertaining to strategic initiatives would be subject to the same scoring as all other projects. The scoring

from the technical reviews will provide the basis for the initial list of prioritized projects, subject to review by the Councils and NITC.

4. Gap Analysis for Strategic Initiatives. NITC staff would evaluate budget requests and project proposals in terms of their impact on the list of strategic initiatives. A report to the NITC would identify important gaps and offer ways of addressing those deficiencies. Much of the information in the report will stem from planning and organizational sessions conducted during the summer.
5. NITC Recommendations on Technology Investments. The NITC would review and amend the prioritized list of projects submitted by the Councils. The report from the NITC to the Governor and Legislature would include both the list of prioritized projects and the gap analysis regarding strategic initiatives. The NITC would also have the opportunity to develop recommendations regarding those initiatives. Those additional recommendations could be part of the report that is due by November 15, or they could come later.

Timeframe

1. January & February: Develop Council lists;
2. March 9: NITC approval of the list of strategic investments;
3. June 3: NITC approve the Statewide Technology Plan.
4. April, May, June, July, and August: meetings to discuss, plan and coordinate agency budget requests pertaining to the strategic investments;
5. August 16: Submission of Agency Comprehensive Information Technology Plans
6. September 15: Submission of Agency Budget Requests, including Project Proposals
7. September and October: analysis of Agency Comprehensive Information Technology Plans and Budget Requests; review and prioritization of Project Proposals
8. Wednesday November 10, 2004: NITC meeting
9. Monday November 15: Submit report to the Governor and Legislature.

Proposed Strategic Initiatives

Community Council

1. Statewide Telehealth Network
2. Statewide Wireless Public Safety Network
3. Community IT planning and technology-related economic development

Education Council

1. Network Nebraska
2. Statewide Synchronous Video Network
3. E-Learning

State Government Council

1. Enterprise Architecture (for state government agencies)
2. E-Government
3. Security and Business Resumption
4. Broadband Communications Network (same as Network Nebraska)

APPENDIX

86-513 Legislative findings and intent.

(1) The Legislature finds that appropriations for information technology continue to increase. Advances in information technology have the potential to improve government efficiency, broaden educational opportunities, and enhance services to Nebraska communities and citizens. To assure the most cost-effective use of state appropriations:

(a) Responsibility should be assigned for developing a statewide vision and strategic plan to guide investments in information technology;

(b) Organizational and technical support for technology budget decisions should be improved and integrated;

(c) A clearinghouse should be formed for technical support and best practices information; and

(d) Responsibility should be assigned to an office within state government for improving the planning, budgeting, and management of state government's information resources.

(2) It is the intent of the State of Nebraska to support the development of a unified statewide telecommunications infrastructure. The statewide telecommunications infrastructure will be scalable, reliable, and efficient. It is further the intent of the Legislature that the provisions of sections 86-512 to 86-524 serve to coordinate the state's investments in information technology in an efficient and expeditious manner. The provisions are not intended to impede the rapid deployment of appropriate technology or establish cumbersome regulations or bureaucracy.

86-516 Commission; duties. The commission shall:

(1) Annually by July 1, adopt policies and procedures used to develop, review, and annually update a statewide technology plan;

(2) Create an information technology clearinghouse to identify and share best practices and new developments, as well as identify existing problems and deficiencies;

(3) Review and adopt policies to provide incentives for investments in information technology infrastructure services;

(4) Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long-range funding strategies, research and development investment, support and maintenance requirements, and system usage and assessment guidelines;

(5) Adopt guidelines regarding project planning and management, information sharing, and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit projects which directly utilize state-appropriated funds for information technology purposes to the process established by sections 86-512 to 86-524. Governmental entities and political subdivisions may submit other projects involving information technology to the commission for comment, review, and recommendations;

(6) Adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel;

(7) Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies;

(8) By November 15 of each even-numbered year, make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested;

(9) Approve grants from the Community Technology Fund and Government Technology Collaboration Fund;

(10) Adopt schedules and procedures for reporting needs, priorities, and recommended projects;
and

(11) Provide assistance upon request to the Public Safety Wireless Communication Advisory Board.

DRAFT

Title:

Nebraska Telehealth Network

Description:

On December 17, 2002 the Public Service Commission issued an order authorizing the support of telehealth from the Nebraska Universal Service Fund. The order directed the Nebraska Hospital Association to submit a plan which would define how the Nebraska Universal Service Fund support should be used to support rural health care providers. A preliminary plan was submitted to the Public Service Commission in late May, 2003. The Nebraska Hospital Association has continued to work with the hub hospitals to develop a more detailed plan which will also incorporate bioterrorism alerts. Efforts are also being made to incorporate bioterrorism preparedness into the plan for the Nebraska Telehealth Network.

Components:

- Phase one of the network will include all Nebraska hospitals which currently have videoconferencing equipment or are planning to order equipment. A router will be installed in College Park in Grand Island to provide a connection among all of the hub hospitals.
- Phase two will address issues such as maintenance, scheduling, operations, and governance. Additional hospitals will also be added to the network.

Enterprise Benefits:

A telehealth network which connects all hospitals, providing access to consultations with medical specialists, continuing medical education, and bioterrorism training and alerts is critical to the provision of health care in rural areas of the state. There is a lack of specialist services in rural areas, particularly mental health services. Telemedicine has proven to be an effective way to provide consultations with specialists. Currently mental health consultations and teleradiology are the two most common types of specialist services provided via telemedicine. Rural health care providers also have fewer opportunities for continuing medical education in their community and must often drive several hours to attend training. Continuing medical education is currently being provided via telehealth in Nebraska and has proven to be an effective and efficient method of delivery. It is also critical that all hospitals are connected to a telehealth network in order to prepare health care providers to respond quickly to bioterrorism threats and other public health risks.

DRAFT

Title:

Statewide Wireless Public Safety Communications System

Description:

The Legislature passed LB 1211 in 2002 to establish a statewide seamless wireless communications system. The Statewide Communications Alliance of Nebraska (SCAN) was created pursuant to the Interlocal Cooperation Act to operate, maintain, and manage the system. A separate interlocal agency has been created to acquire real and personal property and construct facilities for use with the system.

Components:

The SCAN Board has developed a strategic plan to guide its efforts. A copy of the plan and other information is available at: www.scan-nebraska.org. Components of the plan include:

1. Funding;
2. Administrative and legal action;
3. Integrating disparate systems;
4. Generating support;
5. Plans for incorporating data, 700 MHz and 4.9GHz technologies.

Enterprise Benefits:

1. Public safety.
2. Safety of emergency responders.

DRAFT

Title:

Community IT Planning and Development

Description:

Information technology is transforming the economy and society, creating a completely new paradigm. In response to these changing conditions, communities are finding that economic and community development processes need to be retooled. In order to compete in the global economy, communities need access to advanced telecommunications services and a tech-savvy workforce. Businesses need to understand how to utilize technology to expand their markets, increase efficiency, and reduce costs. Information technology can also enhance quality of life by improving access to health care, educational opportunities, and community information.

Components:

- **Community Leadership and Support.** Through the IT Planning and Mini Grant program, communities in Nebraska are forming local technology committees and developing technology plans. Each year, up to eight communities are able to participate in the program.
- **Telecommunications Infrastructure.** Communities need access to broadband Internet service, wireless telephone service, and advanced telephone services such as voice mail. In the next few years, Voice Over IP may be another services that businesses require in order to relocate or expand in a community.
- **Technology Literacy and Access.** Community residents need access to basic computer and Internet training as well as access to the Internet at public libraries or community technology learning centers.
- **Advanced Technology Training.** Businesses need access to advanced technology training for their employees.
- **Economic Development and E-commerce.** Economic developers need to understand the needs of technology-intensive businesses. In order to remain competitive, small businesses need to begin utilizing information technology to expand their markets, reduce costs, and increase efficiency.
- **Community Services and Information.** Local governments and other community organizations can use telecommunications to provide services and to improve communication with customers. In many communities, telecommunications can improve access to health care.

Enterprise Benefits:

For many years, Nebraska has experienced a two-tier economy: prospering metropolitan areas and economically challenged rural areas. If rural communities do not utilize technology effectively to enhance development opportunities, the gap between metropolitan and rural areas will continue to grow.

DRAFT

Title:

Network Nebraska

Description:

The primary objective of this initiative is to develop a broadband, scalable telecommunications infrastructure that optimizes the quality of service to every public entity in the State of Nebraska. The Division of Communications and the University of Nebraska engaged in a collaborative partnership that used existing resources to aggregate disparate networks into a multipurpose core backbone extending from Norfolk, Omaha, Lincoln, Grand Island, Kearney, North Platte to the Panhandle. The next phase of this initiative is to formalize business relationships and agreements and to enhance rural bandwidth through local aggregation.

Components:

The major components of this initiative include:

1. Development of a scalable, reliable, and secure telecommunications infrastructure that enables any type of eligible entity (i.e. local and state government, public and private K-12 and higher education, health care institutions) to purchase the amount of service that the entities need, when they need it, on an annual basis;
2. Establishment of a catalog of value-added applications that enables eligible entities to pick and choose services that are pertinent to them (e.g. Internet1, Internet2, and videoconferencing);
3. Implementation of a network operations center that offers a helpdesk, network diagnostics, and engineering assistance in order to ensure acceptable qualities of service;
4. Establishment of a billing or accounting center to accept service orders, extend service agreements, provide consolidated billing, and to maintain customer accounts.

Enterprise Benefits:

Through aggregation of demand, adoption of common standards, and collaboration with network services and applications, participants can achieve many benefits, including:

- Lower network costs;
- Greater efficiency for participating entities;
- Interoperability of systems providing video courses and conferencing;
- Increased collaboration among all K-20 educational entities;
- New educational opportunities;
- Competitiveness with surrounding states; and
- Better use of public investments.

DRAFT

Title:

Statewide Synchronous Video Network

Description:

The primary objective of this initiative is to establish an Internet Protocol-based network that will interconnect all existing and future distance learning and videoconferencing facilities in the State of Nebraska. Nebraska currently has approximately 300 high school distance learning classrooms, 30 higher education distance learning classrooms, over 50 State agency videoconferencing rooms, and (soon-to-be) over 60 videoconferencing facilities for Telehealth in local and regional hospitals. More growth and proliferation of distance learning and videoconferencing equipment and sites is expected in the near future. These 400+ interactive video facilities currently utilize a variety of video standards and bandwidth speeds that prevent interconnection between sub-networks. The Statewide Synchronous Video Network, as envisioned, would use compatible audio and video standards to enable any classroom or facility to connect with any other classroom or facility or to connect with multiple sites simultaneously.

Components:

The major components of this initiative include:

1. Identification of a single audio and video standard for low-bandwidth distance learning and videoconferencing;
2. Acquisition of upgrade or replacement equipment and/or software that ensures compliance with the audio and video standard;
3. Development or purchase of a scheduling system or enterprise resource management program that allows potential users to A) know the location and availability of resources, and B) set up or reserve ad hoc or regularly scheduled events with other entities;
4. Development of a network bandwidth management system or network operations center that assures pre-determined qualities of service, depending upon the type of video traffic;
5. Development of an event clearinghouse that allows registration for interactive video events;
6. Training modules for new users;
7. Promotion and marketing of educational events to maximize the value of the system;
8. Development of a funding algorithm to allow shared use of the statewide backbone.

Enterprise Benefits:

Interactive videoconferencing and distance learning developed rapidly across Nebraska in the 1990's. Prior to recognized video standards or a coordinating body, entities were free to adopt any equipment, standard, or system that met their needs. Little thought was paid to interconnectivity or compatibility. Consequently, Nebraska became a state of disparate, redundant systems that prevented multi-jurisdictional collaboration or maximization of educational opportunities outside of a particular geographic boundary or system.

The enterprise benefits of an interconnected video system include:

- Greater sharing of educational courses, events, and training across sub-network boundaries, irrespective of geography;
- More efficient use of available resources—more classrooms and sites are available within less distance of the user;
- One-to-many videoconferencing capabilities for news alerts, bioterrorism alerts, or other emergency uses;
- Collaborative development across various service agencies (i.e. medical services to schools, adult and continuing education opportunities).

DRAFT

Title:

Nebraska eLearning Initiative

Description:

The primary objective of this initiative is to promote the effective and efficient integration of technology into the instructional process and to utilize technology to deliver educational opportunities to students at all levels throughout Nebraska on an equitable and affordable basis.

This initiative also involves the establishment of a Nebraska eLearning Consortium to organize and oversee the effort required to establish and execute a statewide eLearning strategy to:

- connect eLearning innovators and leverage their expertise
- build collaborative relationships between K-12, Higher Ed, and other continuing education providers
- develop discipline-specific and age-specific instructional design models
- ensure that the infrastructure required to support the deployment and ongoing support of eLearning is in place and available

The eLearning Consortium would also be responsible for providing administrative support to include the negotiation of required hardware and software purchasing and licensing agreements, developing and implementing deployment strategies, facilitating the establishment of statewide eLearning organizations, and possibly providing hosting and technical support services as necessary.

Components:

The primary components of this initiative are:

1. Course Management software – this technology supports the development and delivery of instructional content, assessment and grading, lesson planning, and provides learners with instructional support features to include interactive chat and threaded discussion groups, linkage to reference materials, etc.
2. Content Management software -- this technology would serve as the basis for the establishment of a Nebraska eLearning Knowledge Repository to facilitate the sharing of educational content. This Knowledge Repository would provide the ability to store, organize, classify and categorize, control access to, retrieve, and present digital content of all forms to include audio, video, graphics and text.
3. Infrastructure -- components to include the network, organizational, administrative, and support resources required to deploy and support eLearning statewide.

The primary access and delivery medium for eLearning will be the **Internet**. Therefore, the availability of a robust statewide network providing sufficient bandwidth to support the deployment of eLearning across the state of Nebraska will be required. Certain advantages would be realized by operating the system over an educational **Intranet**.

To properly deploy an effective eLearning strategy on a statewide basis, the infrastructure requirements, establishment of instructional design models and guidelines, and instructor training should not be underestimated.

Enterprise Benefits:

Establishing a statewide eLearning strategy is critical. The costs associated with the deployment of an efficient and effective eLearning environment are expected to be substantial. However, the costs of not acting and not implementing are even higher in terms of maintaining a highly literate and employable work force. Proper implementation will provide educators with instructional resources not currently available to them or their students. Implementation of a standards-based eLearning strategy will provide equitable access to students and teachers all over Nebraska at a time when learning resources are being enriched in affluent, urban areas and depleted in economically-challenged, rural areas.

Through such a system, teachers would be able to share learning objects and other educational content and reference materials that would significantly enrich and deepen the learning experiences offered to Nebraska students, particularly those in the K-12 sector. The effective deployment of a statewide eLearning system will also facilitate greater collaboration between educators, the building of extended educational communities of learning, and support ongoing professional development and lifelong learning opportunities.

The infrastructure, technology, best practices, and storage repository that primarily serves K-12 and Higher Education can also become a dual-use training engine for all other agencies, political subdivisions, and adult continuing education. Instructional and training modules ranging from the simple (how to operate a piece of machinery) to the complex (a web-based course to achieve technician certification) are possible using a web-based, eLearning system.

DRAFT

Title:

Enterprise Architecture (For State Government Agencies)

Description:

Enterprise Architecture Framework can be described as a methodology for developing an organization's IT support functions. Ideally, when governments establish their infrastructures using common enterprise architecture, making systems work together will be simpler because each would have addressed the items that are crucial to interoperability of systems developed for specific business needs.

Enterprise Architecture supports the business of government, enables information sharing across traditional barriers, enhances government's ability to deliver effective and timely services, and supports agencies in their efforts to improve government functions and thereby services.

The State Government Council will serve as a "committee-of-the-whole" to develop the enterprise architecture. The enterprise architecture will focus on those areas that provide opportunities for cost sharing, data sharing and enhancements that affect multiple agencies rather than a single entity. It is not feasible for the enterprise architecture to address every technical detail for every agency. All agencies should have an opportunity to review and comment on the enterprise architecture as it evolves.

The State Government Council looked at several enterprise architecture methodologies. There was consensus to investigate the methodology developed by the National Association of State CIOs (NASCIO), because it was designed for state government and reflects the need for a high level perspective, rather than one that is too detailed.

Components:

Developing the Enterprise Architecture will include the following activities:

1. Readiness Assessment
 - a. NASCIO *EA Maturity Model v1.3* (The *EA Maturity Model* is a series of benchmarks for evaluating a state's current capabilities in 8 areas.)
 - b. NASCIO *EA Assessment Preview* (The *EA Assessment Preview* provides an introduction to the EA Readiness Assessment, as well as a listing of each question that will be included in the on-line assessment.)
 - c. NASCIO On-Site Visit (A three- or four-person team will make an on-site visit to explain the assessment process and the NASCIO EA methodology. The team will include NASCIO staff and representatives of two states that have been using the NASCIO methodology.)
 - d. EA Assessment Summary Report (The NASCIO team will review and analyze the results of the EA Assessment Preview and onsite visit. The NASCIO team will also

prepare an EA Readiness Assessment Summary Report for Nebraska. The summary report will identify potential next steps for further development of the EA Program.)

2. NASCIO *Enterprise Architecture Development Tool-Kit v2.0*

The Tool-Kit provides a comprehensive set of materials for developing the Enterprise Architecture. It includes a framework consisting of governance, business architecture, technology architecture, and standards and guidelines. These four areas provide the foundation for the Enterprise Architecture by identifying business needs, technological direction, and processes. A copy of the tool-kit is available at the NASCIO website:

www.nascio.org.

Enterprise Benefits:

A Successful enterprise architecture will provide the following benefits:

- Lower costs;
- Easier interoperability among systems;
- Greater data sharing;
- Improved services.

DRAFT

Title:

E-Government

Description:

The State Government Council has adopted and annually updates the *E-Government Strategic Plan for Nebraska State Government*. The principles guiding the plan are:

- E-government should be considered a continuous process of using technology to serve citizens and improve agency operations;
- Internet technologies create new opportunities for major change, including self-service, integration of information and services, and elimination of time, distance and availability of staff as constraints to providing information and services;
- Agencies have responsibility for performing statutory functions, which means that agency directors must retain ownership of data, responsibility over the use of information technology, and prioritization of projects within the agency to achieve the greatest benefit;
- Cooperation is critical to achieving the goals of e-government, in order to integrate information and services and allow the easy exchange of information;
- An enterprise approach is essential to e-government, including the topics of accessibility for disabled persons, architecture, directories, funding, portal, privacy, security, and other issues; and
- E-government is defined as the use of technology to enhance information sharing, service delivery, constituency and client participation, and governance by transforming internal and external relationships.

The plan includes 26 specific actions and recommendations for implementing e-government. The current version of the plan is available on the NITC's Web site at <http://www.nitc.state.ne.us/>.

Components:

The three goals for e-government are:

Goal 1: Government-to-Citizen and Government-to-Business

Anyone needing to do business with state government will be able to go to the state's Web site, easily find the information or service they need, and if they desire, complete all appropriate transactions electronically.

The plan contains 17 action items in the following areas: Citizen Portal Enhancement; Business Portal Enhancements; Education Portal; and Forms Automation.

Goal 2: Government-to-Government

State agencies will improve services and increase the efficiency and effectiveness of government operations through collaboration, communication, and data sharing between government agencies at all levels.

Goal 3: Government-to-Employee and Internal Operations

Agencies will examine internal operations to determine cost-effective e-government applications and solutions. The purpose of these efforts is to improve efficiency and effectiveness by replacing manual operations with automated techniques.

Enterprise Benefits:

The *E-Government Strategic Plan* includes a discussion of the benefits of e-government and a detailed list of actions and recommendations. The primary benefits are:

1. Improved services for citizens and businesses.
2. Increased efficiency and effectiveness for agencies.

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Title:

Security and Business Resumption (For Information Technology Systems)

Description:

This initiative will define and clarify policies, standards and guidelines, and responsibilities related to the security of the state's information technology resources. Information security will serve statutory goals pertaining to government operations and public records. These include:

1. Insure continuity of government operations (Article III, Section 29 of the Nebraska Constitution; Nebraska Revised Statutes Sections 28-901 and 84-1201)
2. Protect safety and integrity of public records (Nebraska Revised Sections 28-911, 29-2391, and 84-1201)
3. Prevent unauthorized access to public records (Nebraska Revised Statutes Sections 29-319, 81-1117.02, and 84-712.02)
4. Insure proper use of communications facilities (Nebraska Revised Statutes Section 81-1117.02)
5. Protect privacy of citizens (Nebraska Revised Statutes Section 84, Article 7)

Components:

Major activities include:

1. Developing an overall security strategy, including policies, security awareness, and security infrastructure improvements;
2. Network Security standards and guidelines;
3. Education and training;
4. Authentication (directory services project);
5. Disaster recovery for information technology systems (as part of a broader business continuity planning);
6. Compliance with federal privacy and security mandates;
7. Security Assessments.

Enterprise Benefits:

Benefits will include:

1. Lower costs by addressing security from an enterprise perspective;
2. Cost avoidance;
3. Protecting the public trust.

Statewide Technology Plan

Update on Action Items

March 2004

The NITC has prepared an action plan consisting of 20 items which address the NITC's four goals of supporting the development of a robust telecommunications infrastructure; supporting community and economic development; promoting the efficient delivery of government and educational services; and promoting effective planning and accountability. The current status of the NITC's 2003-2004 action items is listed below. A brief description of each action item is available on the NITC home page: www.nitc.state.ne.us.

Action Items	Status as of March 2004
Telecommunications Infrastructure	
1. Provide technical assistance for the Collaborative Aggregation Partnership for the development of statewide network services (TP 1.1)	Phase I (Kearney, Grand Island, Omaha and Lincoln – October 1, 2003 implementation Phase II (Norfolk, North Platte, Panhandle) – January 31, 2004 implementation.
2. Provide technical assistance for aggregation and consolidation of networks (TP 2.2)	Technical assistance for the statewide network is being provided through the Collaborative Aggregation Partnership (CAP) group. (See below for status of efforts on statewide synchronous video.)
3. Support the Nebraska Network through the Network Policy Work Group (CC 3, EC 1.2, SGC 2.3)	The Interim Network Policy Work Group has met twice (August 1 and September 3). A customer information manual, customer agreements, and other steps are underway. (11/03: A third meeting was held September 24. The next meeting has not been set.)
4. Determine statewide synchronous video network requirements (TP 2.2.1, EC 1.1)	The Statewide Synchronous Video Work Group has met four times (March 26, May 28, July 30, November 10). A comprehensive update was provided to the Public Service Commission on August 26, 2003 and a list of five first-round recommendations were presented to the Technical Panel on November 12 and the NITC on November 13. (3/04: The IP Communication protocol has been approved and forwarded by the NITC, as was the Contracting Guidelines for Upgrade of Distance Learning. Several task groups [scheduling, funding, network inventory] are at work and making progress. The Video Standards Work Group was re-chartered by the Technical Panel and should have a draft standard recommendation ready by April 13, 2004. The Statewide Synchronous Video Network was named by the Education Council as one of three strategic investments for the 2005-07 biennium budget.)
5. Support the development of the Nebraska Telehealth Network (CC 2)	With support from the Bioterrorism Executive Committee, the Nebraska Hospital Association is including bioterrorism response in their next phase of planning. Discussions continue with the Public

*Action items were prepared and recommended by the NITC's advisory groups. Numbers refer to the identification of the action item on the advisory group's action plan. The following abbreviations are used to indicate advisory groups:

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	Service Commission and hub hospitals on the development of a telehealth network. (03/04: Joint purchasing of video equipment by Nebraska hospitals is being organized. A workshop on billing for telehealth services is being planned for April.)
6. Address the need for sufficient rural bandwidth EC (1.2)	Educational delegates from rural areas are participating on the Interim Network Policy Work Group, the Statewide Synchronous Video Work Group, and at least one person from the Panhandle assisted with the evaluation of Phase2 Netcom bids. The Education Council is assisting in identifying “customers” and current Internet 1 demand. (3/04: ESUs 10, 11, 15, 16 & 18 have joined Network Nebraska and discussions are under way with Wayne State College and Chadron State College on Tier II aggregation. Other K-12 and higher education entities have expressed interest. Network Nebraska was named by the Education Council as one of three strategic initiatives for consideration for the 2005-07 biennium budget.)
Community and Economic Development	
1. Encourage and support community IT development (CC 1)	<ul style="list-style-type: none"> • An expanded Community IT Planning Workbook has been developed. • TANgents, a quarterly electronic newsletter from Technologies Across Nebraska, reaches nearly 1,500 individuals. • Seven out of the eight communities participating in the first year of the IT Planning and Mini Grant program have completed their technology plans. Two communities – Edgar and Crawford – have received grants to begin implementing their plans. Other communities are offering training programs and developing Web sites. • Homer, Dakota City, Ord, Lexington, Maskell, and Adams County are conducting assessment activities through the 2003-2004 IT Planning and Mini-Grant program. Seward will also begin the program in March 2004.
Efficient Delivery of Government and Educational Services	
1. Determine the business case for reinstatement of the Technology Training Grant Fund (EC 2.1)	The Education Council task group for EC2.1 has not been formed. (3/04: The EC 2.1 Task Group was named at the November EC meeting and has convened e-mail discussions. They expect to report at the March 19 EC meeting with a timeline and scope of a technology training needs assessment.)
2. Support the Nebraska eLearning Initiative (EC 5.1)	The Nebraska eLearning Initiative has been named as one of the five project components of the Network Nebraska implementation. A project team has been named to pursue sources of grant funds. (3/04: The

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	eLearning Initiative was named by the Education Council as one of three strategic initiatives for the 2005-07 biennium budget.)
3. Assist in the development of value-added services for the Nebraska "Click into Education" portal (EC 5.2)	Of the three projects prioritized by the Education Council: Statewide admission form, searchable database of I.T. training opportunities, and searchable database of higher education courses and programs, progress is being made on each through the cooperation of Nebraska OnLine and the staff of the NITC. (3/04: A working model of the web-based admission form will be demonstrated at the EC March 19 meeting. The other two projects are nearing completion.)
4. Study and promote effective synchronous and asynchronous instructional methods (EC 6.1)	The Education Council task group to concentrate on this issue was named at the EC on September 19, 2003. The task group has been working through virtual means. (3/04: No additional progress reported)
5. Implement <i>E-Government Strategic Plan</i> (SGC 1.1)	Of the 26 specific "Actions and Recommendations" contained in the Plan, 15 have either been completed or progress is being made. The remaining 11 have yet to have significant progress made. (11/03: The new contract with NOL will address many items in the e-Government Strategic Plan. The annual e-Government Conference was held on November 18.) (03/04. Recent progress includes posting high volume forms on the Internet; 5 new interactive licensing applications since October 31 with 7 more in progress; 37 additional agencies registered to use the Public Meeting Calendar, and completion of the automatic e-mail notification feature of the Public Meeting Calendar.)
6. Develop guidelines for electronic records retention (SGC 2.2)	The SGC created a work group, which drafted a best practices resource document for the retention of Lotus Notes e-mail and related documents.
7. Recommend technical standards, guidelines, best practices, and enterprise solutions (TP 2.1, SGC 2.1)	Recommendations completed for: E-fax Guideline; Wireless Local Area Network Guidelines; Remote Access Guidelines; Lotus Notes E-mail Retention Best Practices; and Directory Services Work Group Recommendations. Work is progressing on: Blocking E-mail Attachments Guideline; Blocking SPAM Guideline; and Internet .GOV Domain Naming Convention. A work group is reviewing the E-mail Standard for State Government; and IMServices is coordinating meeting with agencies to identify other areas, which will benefit from standards and guidelines. (11/03: Recommendations completed for blocking spam and e-mail attachments. Work is progressing on the directory services project.) (03/04: The e-mail work group has finished its recommendations. The State Government Council has adopted a strategy for enterprise architecture, shared services, and standards.)

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Planning and Accountability	
1. Improve planning process and project management (SGC 3.1)	Work not scheduled to begin until the 4th Quarter of 2003. (03/04. The SGC has revised the agency comprehensive information technology planning document for the next biennium. A proposal for giving the NITC a more proactive role in identifying strategic IT initiatives is under consideration.)
2. Communicate with policymakers (SGC 3.2)	Ongoing. (11/03. Briefing for the Transportation and Telecommunications Committee was held on 11/13/03.) (03/04. Briefing held for the Appropriations Committee, other Senators, and legislative staff on 1/14/04.)
3. Develop and implement security policies (SGC 4.1)	Additional security policies drafted for Wireless Local Area Networks and Remote Access. (11/03. The NITC adopted these policies at its September meeting.) (03/04. Contract signed with Omni Tech for a second vulnerability scan in March.)
4. Conduct project reviews – statutory (TP 3.1)	None.
5. Conduct project reviews – other (TP 3.2)	None.
6. Revise procedures for reviewing IT projects and purchases by state agencies (TP 3.3)	Work scheduled to begin during 3rd Quarter. (11/03. This will be part of the SGC's strategy for enterprise architecture.)

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Biographical Information: Lisa A. Dominisse

Lisa Dominisse is the Director of Rural Development for the Nebraska Department of Economic Development. Newly appointed, Dominisse serves as the Executive Director for the Nebraska Rural Development Commission. In addition, she is working on a statewide rural development plan that will be in concert with the policy recommendations made by the Rural Development Commission, the intent being to move rural Nebraska toward greater prosperity. Previously, Dominisse served as Director of Program Services for the Department of Economic Development. Her duties in that capacity included acting as liaison for the department with the Nebraska State Legislature, Executive Director of Nebraska Diplomats, Inc., Personnel Officer, Coordinator of the Economic Development Commission, and special projects coordinator. Prior to her tenure in economic development, Dominisse served as Director of Governor Mike Johanns' Western Office in Scottsbluff, Nebraska. Before entering state government, Lisa was the Director of the Health Center Foundation at Memorial Health Center in Sidney, Nebraska. A native Nebraskan, Lisa was born in Lincoln, Nebraska, and graduated from Seward High School in Seward, Nebraska. She is a 1991 graduate of the University of Nebraska—Lincoln, College of Journalism. Lisa is married with two children.

March 9, 2004

TO: NITC Commissioners

FROM: Rick Becker

SUBJECT: **State Government Council - E-mail Update**

1. Work Group Report and Recommendations to the State Government Council

The State Government Council created a work group to review the existing e-mail standard for state government and recommend possible changes. The work group has prepared a draft report, entitled *A Unified E-mail System for Nebraska State Government: Recommendations for a Revised E-mail Standard*, which was presented to the State Government Council at their February meeting.

The report identified six goals for the revised e-mail standard:

1. Provide for secure e-mail communications within state government.
2. Provide for regular, server-based backup of all state government e-mail, and assure that business recovery is possible.
3. Allow for gateway-based blocking of viruses and Spam.
4. Provide a unified e-mail directory for all state employees that provides information about the security of sending intra-agency e-mail communications.
5. Revise the standard to only include vendor-supported software.
6. Provide a low cost e-mail alternative.

The work group recommended a revised standard to include Lotus Notes and a new low-cost "Basic E-mail" system. The recommended approach addressed all six of the goals and would result in a unified e-mail system for state government. Agencies would be able to choose between a business-class e-mail, Lotus Notes, and a low-cost alternative, Basic E-mail. Through infrastructure design, this system would provide for secure communications within state government; server-based backups; blocking of viruses and Spam; and an improved directory.

The report is posted at:

http://www.nitc.state.ne.us/sgc/meetings/documents/20040212/emwg_draft_report_20040210.pdf

2. Next Steps

- Revised E-mail Standard to the State Government Council and Technical Panel - April 2004
- Comment period - April and May 2004
- Implementation Plan and Timeline to the State Government Council - April 2004
- Technical Panel Recommendation - May 2004
- Revised E-mail Standard for NITC Approval - June 2004

State Government Council

**Update on Developing an Enterprise Architecture
For State Government**

Thursday, February 12, 2004

A. BACKGROUND

Members of the State Government Council (SGC) adopted a strategy for Enterprise Architecture, Shared Services and Standardization on December 11, 2003. As part of this strategy, the State Government Council will serve as a “committee-of-the-whole” to develop the enterprise architecture. The enterprise architecture will focus on those areas that provide opportunities for cost sharing, data sharing and enhancements that affect multiple agencies rather than a single entity. It is not feasible for the enterprise architecture to address every technical detail for every agency. All agencies should have an opportunity to review and comment on the enterprise architecture as it evolves.

At the work session in January, the State Government Council looked at several enterprise architecture methodologies. There was consensus to investigate the methodology developed by the National Association of State CIOs (NASCIO), because it was designed for state government and reflects the need for a high level perspective, rather than one that is too detailed. There is also the advantage of getting assistance from staff at NASCIO and working with other states that are using the NASCIO methodology.

This document provides an overview of the process and support that is available from NASCIO.

B. DEFINITION

Enterprise Architecture Framework can be described as a methodology for developing an organization’s IT support functions. Ideally, when governments establish their infrastructures using common enterprise architecture, making systems work together will be simpler because each would have addressed the items that are crucial to interoperability of systems developed for specific business needs.

Enterprise Architecture supports the business of government, enables information sharing across traditional barriers, enhances government’s ability to deliver effective and timely services, and supports agencies in their efforts to improve government functions and thereby services.

(From NASCIO Enterprise Architecture Development Tool-Kit v. 2.0, p.8, and NASCIO Enterprise Architecture brochure.)

C. NASCIO METHODOLOGY

1. Readiness Assessment

a. NASCIO *EA Maturity Model v1.3*

The *EA Maturity Model* is a series of benchmarks for evaluating a state's current capabilities in 8 areas:

- (1) Administration (governance roles and responsibilities)
- (2) Planning (EA program road map and implementation plan)
- (3) Framework (processes and templates used for Enterprise Architecture)
- (4) Blueprint (collection of the actual standards and specifications)
- (5) Communication (education and distribution of EA and Blueprint detail)
- (6) Compliance (adherence to published standards, processes and other EA elements, and the processes to document and track variances from those standards)
- (7) Integration (touch-points of management processes to the EA)
- (8) Involvement (support of the EA Program through the organization)

b. NASCIO *EA Assessment Preview*

The *EA Assessment Preview* provides an introduction to the EA Readiness Assessment, as well as a listing of each question that will be included in the on-line assessment. The EA Readiness Assessment Preview is to be used during the preparation phase by site Assessment Team members.

c. NASCIO On-Site Visit

A three- or four-person team will make an on-site visit to explain the assessment process and the NASCIO EA methodology. The team will include NASCIO staff and representatives of two states that have been using the NASCIO methodology.

d. EA Assessment Summary Report

The NASCIO team will review and analyze the results of the EA Assessment Preview and onsite visit. The NASCIO team will also prepare an EA Readiness Assessment Summary Report for Nebraska. The summary report will identify potential next steps for further development of the EA Program.

2. NASCIO *Enterprise Architecture Development Tool-Kit v2.0*

The Tool-Kit provides a comprehensive set of materials for developing the Enterprise Architecture. It includes a framework consisting of governance, business architecture, technology architecture, and standards and guidelines. These four areas provide the foundation for the Enterprise Architecture by identifying business needs, technological direction, and processes.

The Tool-Kit introduces an approach for developing each part of the framework. The Governance approach includes strategic, procedural, and tactical elements. The Business Architecture Framework offers an outline for identifying "business drivers" and processes. (The Business Architecture section of the NASCIO methodology is not yet fully developed.) The Technology Architecture Framework includes "technology drivers" and establishes processes for aligning technology decisions with the rest of the enterprise. The "architecture blueprint" is the collection of the actual standards and specifications that define how the Business and IT portfolios will be built.

A copy of the tool-kit is available at the NASCIO website: www.nascio.org.

D. PROPOSED TIMELINE

This timeline assumes that the State Government Council decides to use the NASCIO Methodology. A choice of a different methodology would require some additional research and revision to the timeline.

1. Confirm decision to use the NASCIO Methodology – February 12, 2004
2. Review EA Maturity Model and Complete Readiness Assessment Preview – March 11, 2004 SGC work session (extended, ¾ day meeting)
3. Onsite Visit by NASCIO EA team – additional SGC work session in April.
4. Review EA Assessment Summary Report – SGC work session on May 13, 2004
5. Develop first draft of Governance Architecture Framework – August 2004
6. Discover and document elements of the Business Architecture – November 2004
7. Begin work on Technology Architecture Framework – August 2004

E. ACTIVITIES RELATED TO ENTERPRISE ARCHITECTURE

Many efforts are underway that contribute to the concept of enterprise architecture. In 1998, the Legislature directed the Nebraska Information Technology Commission (NITC) to “adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel” (Section 86-516), and the NITC has responded by creating a process for developing, reviewing, and adopting technical standards and guidelines. Standards and guidelines that have gone through this process are posted on the NITC website:

<http://www.nitc.state.ne.us/standards/index.html>.

In addition, the NITC has adopted planning and project management procedures for state agencies. This includes the agency comprehensive information technology plan, project proposal forms, project status reporting, and the Project Management Institute’s Project Management Body of Knowledge.

Several work efforts are presently underway that will bring better coordination and collaboration in specific areas of technology. These include:

- Criminal Justice Information Systems (CJIS) advisory committee
- Directory Services policies
- E-mail standards
- Enterprise licensing options
- GIS Steering Committee
- Juvenile data sharing study
- Security Work Group
- Video standards

These activities will continue. Eventually they will be incorporated into the overall Enterprise Architecture initiative.



NEBRASKA INFORMATION
TECHNOLOGY COMMISSION

STANDARDS AND GUIDELINES

Acceptable Use Policy
State Data Communications Network

Category	Network Architecture
Title	Acceptable Use Policy State Data Communications Network
Number	
Applicability	<div><input checked="" type="checkbox"/> State Government Agencies <input type="checkbox"/> All..... Not Applicable <input checked="" type="checkbox"/> Excluding: Higher Education Standard <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: Not Applicable</div> <div>Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of _____. Guideline - Adherence is voluntary.</div>
Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: January 13, 2004 Date Adopted by NITC: Other: Previous version dated September 1997

1.0 Standard

1.1 Application and Intent

This policy shall apply to all users of the State Data Communications Network (SDCN). It is intended to provide minimum standards for acceptable use, including clarification of uses which are consistent or inconsistent with this policy. Any state agency, board, commission or affiliate organization may adopt policies or standards more stringent than those contained herein.

All use of the State Data Communications Network (such as, internet logs and email) is the property of the State of Nebraska and is subject to applicable State and Federal statutes, such as the public records laws of the State of Nebraska as applicable. End users should not have any expectations of privacy regarding personal business conducted on the State Data Communications Network unless protected by State or Federal statute.

1.2 Acceptable Uses

Use of the SDCN shall be consistent with the goals of:

- simplifying and disseminating information;
- encouraging collaborative projects and sharing of resources;
- aiding technology transfer within and outside the State of Nebraska;
- fostering innovation and competitiveness within Nebraska;
- building broader infrastructure in support of the performance of professional, work-related activities.

Acceptable uses of the SDCN include:

1. To provide and simplify communications with other state agencies, units of government, and citizens.
2. To communicate and exchange professional development information, including online discussion or debate of issues in a field of knowledge.
3. To exchange communications in conjunction with professional associations, advisory committees, standards activities, or other purposes related to the user's professional capacity.
4. To apply for or administer grants or contracts for work-related applications.
5. To carry out regular administrative communications in direct support of work-related functions.
6. To announce new products or services within the scope of work-related applications.
7. To access databases or files for purposes of work-related reference or research material.
8. To post work-related questions or to share work-related information.
9. To communicate to children at home, teachers, doctors, day care centers, and baby sitters, to family members to inform them of unexpected schedule changes, and for other essential personal business. The use of the State's telecommunications systems for essential personal business shall be kept to a minimum and shall not interfere with the conduct of state business.

1.3 Unacceptable Uses

Unacceptable uses of the SDCN, subject to remedial action (see Section 1.4), include:

1. Violation of the privacy of other users and their data. For example, users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user.
2. Violation of the legal protection provided by copyright and licensing laws applied to programs and data. It is assumed that information and resources available via the SDCN are private to those individuals and organizations owning or holding rights to such information and resources, unless specifically stated otherwise by the owners or holders, or unless such information and resources clearly fall within the statutory definition of a public record. It is unacceptable for an individual to use the SDCN to gain access to information or resources not considered a public record without the granting of permission to do so by the owners or holders of rights to such information or resources.
3. Downloading of software in violation of license agreements.
4. Violation of the integrity of computing systems. For example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.
5. Use of the SDCN for fund-raising or public relations activities unrelated to an individual's employment by the State of Nebraska.
6. Use inconsistent with laws, regulations or accepted community standards. Transmission of material in violation of any local, state or federal law or regulation is prohibited. It is not acceptable to transmit or knowingly receive threatening, obscene or harassing material.
7. Malicious or disruptive use, including use of the SDCN or any attached network in a manner that precludes or significantly hampers its use by others. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses, and use of the SDCN to make unauthorized entry to any other machine accessible via the network.
8. Unsolicited advertising, except for announcement of new products or services as described in #6 under "Acceptable Uses."
9. Use of the SDCN for recreational games.
10. Use in conjunction with for-profit activities, unless such activities are stated as a specifically acceptable use.
11. Use for private or personal business ventures such as second sources of income, other family member business interests, etc.
12. Misrepresentation of one's self, an agency, or the State of Nebraska when using the SDCN.

1.4 Remedial Action

Any agency, board, commission or affiliate organization within which a violation of this policy occurs shall take immediate remedial action. To assist agencies in carrying out this responsibility, the Department of Administrative Services (DAS) shall notify the agency, board, commission or affiliate organization upon learning of a

possible violation. DAS shall be notified of any remedial action taken in response to a violation of this policy.

Remedial action may include disciplinary proceedings against the individual or individuals responsible for the violation of this policy, including termination of employment. If, in the judgment of DAS, it is believed that criminal activity has taken place within the SDCN infrastructure, DAS will notify the proper authorities and will assist in any investigation and prosecution of any offense.

DAS accepts no responsibility for traffic which violates the acceptable use policy of any other networks connected, either directly or indirectly, to the SDCN. If the owner of any network connected to the SDCN notifies DAS of a violation of their acceptable use policy, DAS shall inform the agency, board, commission or affiliate organization within which such violation occurred. It shall be the responsibility of the agency, board, commission or affiliate organization to take appropriate remedial action and notify the owner of the connected network.

2.0 Definitions

2.1 State Data Communications Network (SDCN)

State Data Communications Network (SDCN) shall mean any data communications facility contracted for or provided by the State of Nebraska, including State-provided Internet access and network connections to State computers.

The purpose of the SDCN is to provide a vehicle that allows data communications to occur between agencies and across interstate and intrastate boundaries. Use of the SDCN is subject to the policies and standards contained in this document.

3.0 Applicability

This policy shall apply to all users of the State Data Communications Network (SDCN).

4.0 Responsibility

The Department of Administrative Services is responsible for administration of the SDCN and for ensuring compliance with applicable laws, regulations and policies. This responsibility is statutorily granted to DAS under the statutory authority of the Division of Communications in sections 81-1120.01 through 81-1120.28.

Each agency, board, commission or affiliate organization using the SDCN is responsible for the activity of its users and for ensuring that its users are familiar with this Acceptable Use Policy. Failure to comply with this policy may constitute grounds for disciplinary action (see Section 1.4).

This policy applies to all users of the SDCN, or any other networks accessed through a SDCN connection, including the Internet. Compliance with this policy and the acceptable use policies of any other networks accessed through a SDCN connection is also subject to enforcement by the owner of that network. For example, abuse occurring on a network outside the geographical boundaries of Nebraska will be considered a violation of this Acceptable Use Policy, and a violation of other

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applicable local, state or federal policies if access to that network was acquired via the SDCN.

It is normally the responsibility of those networks to enforce their own acceptable use policies. The Department of Administrative Services will make every effort to inform its clients of any restrictions on the use of networks to which it is directly connected as such information is made available by the network provider.

Should a violation of this Acceptable Use Policy occur, the individual who committed the violation shall be personally liable for his/her actions. Lack of knowledge of or familiarity with this policy shall not release an individual from such liability.